



# OFFICE OF THE CLERK/TREASURER

## City of Burlington

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### BOARD OF FINANCE

OCTOBER 18, 2010

### MINUTES

Mayor Kiss convened the meeting of the Board of Finance at 5:12 p.m. with all members present.

#### 1. Agenda

The agenda was amended by adding the following items:

- 1.5 Executive Session: BT Contract**
- 2.B. Authorization to Amend Leases for BCDC Financing**
- 11. Special Project Requests**
  - a. VTANG Charitable Foundation Request**
  - b. United Way Campaign**
- 12. Credit Rating Downgrade and Bond Status**

In addition, Item #7 Police: Officer Hiring was deleted from the agenda.

#### 1.5 Executive Session: BT Contract

CAO Leopold made a motion, seconded by Councilor Keogh, to enter into Executive Session to discuss a matter of contracts for Burlington Telecom, the premature disclosure of which could place the City at a substantial disadvantage. The motion passed unanimously and the Board went into Executive Session at 5:17 p.m.

The Board came out of Executive Session at 5:37 p.m. and voted to postpone further consideration of a proposed contract for Burlington Telecom to the meeting of October 25th and to schedule a resolution authorizing the execution of said contract concurrently on the City Council agenda. The motion passed unanimously.

#### 2. Airport

##### A. AIP Land Acquisition

The Board reviewed a request and proposed resolution from the Airport to authorize the purchase of a residential property at 39 North Henry Court for \$240,000. CAO Leopold made a motion, seconded by Councilor Keogh, to approve the proposed acquisition and to recommend to the Council approval of the same. The motion passed unanimously.

## **B. Authorization to Amend Leases for BCDC Financing**

The Board reviewed a proposed resolution to amend certain leases at the Airport pursuant to the refinancing of the ASH Building with the Vermont Economic Development Authority (VEDA) on behalf of BCDC. CAO Leopold made a motion, seconded by Councilor Keogh, to approve the proposed amendment and resolution and to recommend to the City Council approval of the same. The motion passed unanimously.

### **3. CEDO: SAFETEA-LIU Side Street Project Contract**

The Board reviewed a memo from Erin Demers, Project Manager for the SAFETEA-LIU Project, for certain improvements to lower Church Street and St. Paul Street. This item was previously unsuccessfully bid and the Board approved rebidding the contract for this work to be performed in the spring of 2011. The low bidder was Don Weston Excavating, Inc. for a price of \$1,615,111. CAO Leopold made a motion, seconded by Councilor Keogh, to approve the award of the contract for the project to Weston for \$1,615,111. The motion passed unanimously.

### **4. Human Resources: Step Placement: Carole Bourneuf, C/T Executive Secretary**

The Board considered a recommendation from HR Director Leonard for a Grade 15, Step placement 7, for Carole Bourneuf, Executive Secretary to the CAO. CAO Leopold made a motion, seconded by Councilor Keogh, to approve the proposed Step 7 placement. The motion passed unanimously.

### **5. Parks: Equipment Lease Purchase Request**

The Board reviewed a request from the Parks Department for authorization to purchase two pick-up trucks, a one ton utility van and a 6 foot lawn mower and 15 foot batwing mower for a total price of \$112,738 to be financed under the City's Master Lease Program. CAO Leopold made a motion, seconded by Councilor Keogh to approve the various equipment purchases and to authorize the same to be financed through the City's Master Lease. The motion passed unanimously.

### **6. Police: Bulletproof Vest Partnership Grant**

The Board reviewed a request from the Police Department for an appropriation of a grant of \$7,364 to purchase bulletproof vests with the Department to provide a match in the same amount from the current operating budget. Councilor Wright made a motion, seconded by CAO Leopold, to approve the request and to recommend to the Council approval of a budget amendment proposal by the Mayor to appropriate the grant of \$7,364. The motion passed unanimously.

### **8. C/T Office: IT Plan**

CAO Leopold briefed the Board on two parallel IT initiatives of the C/T Office. First, a draft policy will be provided to the Board in the next month to establish a City-wide IT planning

process to better coordinate the various IT centers of the City. Second, within the next month, the office will also provide the Board a general overview of the plan and timetable for the acquisition of a comprehensive new financial management/accounting and payroll/HR system for the City. CAO Leopold made a motion, seconded by Councilor Paul, to accept the report of the CAO. The motion passed unanimously.

**9. Human Resources: Request for Limited Service Position of HR Special Projects Manager**

The Board reviewed a request by HR Director Leonard for the creation of a Limited Service position of HR Special Projects Manager for a period of up to one year to assist the Department to audit, review and document all major functions and processes in HR to strengthen and improve such processes and to provide the requisite systems documentation for the acquisition of a new personnel/payroll system for the City. CAO Leopold made a motion, seconded by Councilor Paul, to approve the creation of the Limited Service position of HR Special Projects Manager for a period not to exceed one year and to review in six months whether additional funding for the Department is required and whether to continue the position for the full one year term. The motion passed unanimously.

**10. BERS Coverage of School Department Employees (Cross Report)**

CAO Leopold advised the Board that he will be providing the Board a letter covering certain issues relative to the participation of School employees in the Burlington Employees Retirement system and the funding of benefits for these employees through the municipal tax rate. The Board discussed the recommendation by Budget Consultant George Cross relative to this issue. CAO Leopold made a motion, seconded by Councilor Paul, to accept the report of the CAO and to initiate a dialogue with the School Board and Department relative to this issue. The motion passed unanimously.

**11. Special Project Requests**

**a. VTANG Charitable Foundation**

The Board reviewed a request by the Vermont Air National Guard Charitable Foundation for a contribution of \$2,500 for Operation Holiday Homecoming for the members of the National Guard and their families during the holiday season. The Board had authorized a similar Special Projects Grant for the Foundation in November 2009. Councilor Paul made a motion, seconded by Councilor Wright, to approve the request. The motion was passed unanimously.

**b. United Way Campaign**

The Board reviewed a recommendation by Mayor Kiss that the Board provide funding of up to \$2,000 to underwrite the costs of various events in the different departments of the City to promote the United Way Campaign. CAO Leopold made a motion, seconded by Councilor Wright, to approve the request for up to \$2,000 to underwrite the costs of various United Way Campaign activities and events to stimulate the participation by City employees in this year's United Way Campaign.

## **12. Credit Rating Downgrade and Bond Status**

The Board discussed the recent downgrade of the Burlington Electric Department and Airport by Moody's Investors Service. CAO Leopold will provide a written report on the same to the City Council for the meeting of October 25, 2010.

The meeting of the Board of Finance was then adjourned at 6:42 p.m.